

Genesis Project Application Packet

Welcome to the Genesis Project. May God guide us as we work together to explore the readiness of starting a school in your congregation or group of congregations.

You have requested this application packet from your LCMS District education executive or other District official. Your District education executive is a valuable resource in the exploration of starting a school at any level—early childhood, elementary school, middle school, or high school. You will want to keep the executive informed and solicit help as necessary.

The purposes of the Genesis School Readiness Study are the following:

- To help LCMS congregations and communities gain information on how to start a Lutheran school
- To acquaint Steering Committee members with Lutheran school trends and statistics
- To assess the interest of the congregation(s) in starting a school
- To assess the interest and the ability of parents in sending their children to a Lutheran school
- To initially explore potential congregational and third source funding for a Lutheran school
- To initially explore the market for potential students
- To assess attitudes toward the potential location(s) of the facility
- To provide data and information from which the interested parties can decide the establishment of a school

The application process for a Genesis School Readiness Study involves several steps. Please observe the following:

1. Review the application form. Please complete all items.
2. Your congregation needs to formally approve the exploration of starting a school. Please include a copy of the enabling resolution when you send in your completed application. Assure your congregation that it is not approving the actual starting of a school. Their approval extends only to the exploration (readiness study) of starting a school.
3. Please include the names of people who will serve on a Steering Committee that will assist with the readiness study. Please see the separate page that describes steering committee personnel and responsibilities.
4. Two copies of the Assessment of Readiness form appear later in this document. Ask your head pastor AND your congregation's chair or president to complete this form. When they have completed the forms, ask them to send them to your District office, to be included to the application packet. Your District education executive or other District official also will complete this form.

5. When you have completed the application form and enlisted and recorded the names of the Steering Committee, send this information back to your District executive. **You will need to enclose payment of an application fee, which is \$500 made payable to LCMS School Ministry.** This fee will be returned if your application does not result in the granting of a study. Once a study has been granted, the application fee is not refundable. The District executive will sign the application and forward all forms to the LCMS School Ministry office, 1333 S. Kirkwood Rd., St. Louis, MO 63122.
6. Genesis management will inform the primary contact person of the assignment of a Genesis consultant. This consultant will make up to four visits, normally covering up to six days as part of the study process. Studies may be terminated at any point in the process when the consultant judges insufficient readiness to start a school.
7. **Congregations are required to bear all costs associated with Genesis consultations. The application fee (\$500) accompanies the completed application and is sent to the School Ministry office. The demographic study may be contracted independently and associated costs are paid to the organization completing the study. A daily consultant's fee (\$300 per day), plus all expenses associated with travel and room and board are paid directly to the consultant. An honorarium (\$100) is also paid to the consultant's school whenever applicable.**
8. The Genesis School Readiness Study conclusions may recommend additional, more detailed feasibility studies, such as a market study or detailed ministry plan. These studies are best done by professional organizations or consultants. Should such outside sources be used, the congregation assumes the cost of those specific services.

The Steering Committee

Who Should Serve on the Steering Committee?

Steering committees should be eight to twelve individuals characterized by . . .

- Love for God's young people
- Commitment to Lutheran education
- Leadership in the congregation and/or community

The steering committee should include a mix of potential users and supporters of the school:

- Congregation and community leaders
- Called staff (such as pastor, DCE, etc.)
- District leaders
- Parents (young and old)
- Other people of influence and affluence

Steering Committee Responsibilities

Steering committee members will be busy throughout the Genesis process. With the guidance and direction of the Genesis consultant, members are responsible for the following:

- Enlist and schedule individual interviewees and focus group participants
- Supply geographical information so the Genesis consultant can order the demographic study
- Gather and report information about local schools, both nonpublic and public
- Develop preliminary data for the Case for Support
- Distribute, collect, and record survey data
- Create a basic, trial business plan of anticipated operational costs and income

Application for School Readiness Study GENESIS PROJECT

LCMS Congregation(s) submitting this form: _____

Address _____

City/State/Zip _____

Telephone _____

Head Pastor: _____

(For additional association churches attach a separate sheet indicating names, addresses and head pastors of congregations)

Type of school being considered: (grade levels you want) EC, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
(circle all levels that apply)

This application presumes that the congregation has approved the exploration of starting a school?
Please attach a copy of the resolution(s).

This application presumes that the congregation(s) approved the appointment of a steering committee to explore the readiness/feasibility of starting a school. Please attach names of steering committee members. (If this application is NOT from a congregation or group of congregations, please explain.)

The congregation currently supports the following areas of Christian education:
(For multiple congregations, please attach data information for each)

- ___ Sunday School
- ___ VBS
- ___ Week Day School
- ___ Child Care
- ___ Early Childhood
- ___ Elementary School
- ___ Middle School
- ___ High School
- ___ Other: _____

On a separate sheet, please briefly describe the primary reason(s) behind your desire to start a school.

Please remit \$500 to LCMS-School Ministry, Genesis Project, 1333 S Kirkwood Rd, St Louis MO 63122 along with application

Primary Contact Person: _____

Address: _____

Home Phone: _____ Work phone _____

FAX: _____ Email: _____

When would like to start this school: _____

Signature of Head Pastor _____ Date _____

Signature of Primary Contact person _____ Date _____

Signature of District Executive _____ Date _____

Only Early Childhood Program Applicants Complete This Page

- Please circle the ages that apply: 3 4
 - What type of early childhood program do you desire?
 - _____ Child-care only
 - _____ Instructional program integrated with child-care
 - _____ Instructional program only
3. Would you consider adding kindergarten and grades later? Yes No
4. Do you desire a certified early childhood administrator to run your program? Yes No
5. Briefly describe the instructional program you envision for your program:

6. Briefly describe the role outreach will play in this new ministry.

Head Pastor's Assessment of School Readiness

On a scale of 1–10, rank (circle) your assessment of the congregation(s) in each of the following areas. (1 is low, and 10 is high)

Commitment of pastor to Lutheran schools 1 2 3 4 5 6 7 8 9 10
Optional comments:

Lay leadership strength 1 2 3 4 5 6 7 8 9 10
optional comments:

**Congregation's vision for outreach through
a new school ministry** 1 2 3 4 5 6 7 8 9 10
optional comments:

Congregation's stewardship capability 1 2 3 4 5 6 7 8 9 10
optional comments:

**Congregation's ability to follow through
on new undertakings** 1 2 3 4 5 6 7 8 9 10
optional comments:

Availability of children in congregation 1 2 3 4 5 6 7 8 9 10
optional comments:

Availability of children in community 1 2 3 4 5 6 7 8 9 10
optional comments:

Overall potential for Lutheran school start-up 1 2 3 4 5 6 7 8 9 10
optional comments:

Signature of Head Pastor: _____ Date: _____

Congregation: _____ Location: _____

Additional Comments:

Congregation Chair's Assessment of School Readiness

On a scale of 1–10, rank (circle) your assessment of the congregation(s) in each of the following areas. (1 is low, and 10 is high)

Commitment of pastor to Lutheran schools 1 2 3 4 5 6 7 8 9 10
Optional comments:

Lay leadership strength 1 2 3 4 5 6 7 8 9 10
optional comments:

**Congregation's vision for outreach through
a new school ministry** 1 2 3 4 5 6 7 8 9 10
optional comments:

Congregation's stewardship capability 1 2 3 4 5 6 7 8 9 10
optional comments:

**Congregation's ability to follow through
on new undertakings** 1 2 3 4 5 6 7 8 9 10
optional comments:

Availability of children in congregation 1 2 3 4 5 6 7 8 9 10
optional comments:

Availability of children in community 1 2 3 4 5 6 7 8 9 10
optional comments:

Overall potential for Lutheran school start-up 1 2 3 4 5 6 7 8 9 10
optional comments:

Signature of Congregation Chair: _____ Date: _____

Congregation: _____ Location: _____
Additional Comments:

District Executive's Assessment of School Readiness

On a scale of 1–10, rank (circle) your assessment of the congregation(s) in each of the following areas. (1 is low, and 10 is high)

Commitment of pastor to Lutheran schools 1 2 3 4 5 6 7 8 9 10
Optional comments:

Lay leadership strength 1 2 3 4 5 6 7 8 9 10
Optional comments:

**Congregation's vision for outreach through
a new school ministry** 1 2 3 4 5 6 7 8 9 10
Optional comments:

Congregation's stewardship capability 1 2 3 4 5 6 7 8 9 10
Optional comments:

**Congregation's ability to follow through
on new undertakings** 1 2 3 4 5 6 7 8 9 10
Optional comments:

Availability of children in congregation 1 2 3 4 5 6 7 8 9 10
Optional comments:

Availability of children in community 1 2 3 4 5 6 7 8 9 10
Optional comments:

Overall potential for Lutheran school start-up 1 2 3 4 5 6 7 8 9 10
Optional comments:

Signature of District Executive: _____ Date: _____

Congregation: _____ Location: _____
Additional Comments: